



Pre-Application Meeting Packet

Purpose of a Pre-Application Meeting

The purpose of a pre-application meeting is to provide a prospective development applicant consultation and input regarding allowed uses, Development Standards, and process applicable to a proposal prior to formal application submittal.

Who attends the Meeting?

Depending upon the proposal and its physical location, staff representatives from Planning and Development Services Current Planning, Natural Resources, Building Services, Fire Marshal's Office, and Health; Public Works Engineering and/or Flood; WSDOT; a neighboring City; and your Fire District may also attend the meeting. If you choose, your representatives may include a delegated agent, engineer, natural resources consultant, architect, surveyor, and/or other specialists.

What will the Meeting cover?

- Likely required permits and/or approvals, and fees
- Typical project review timelines
- Overview of likely applicable regulations
- Potential regulatory conflicts
- Known site constraints
- Anticipated code changes
- Answers to applicant's questions

What happens after the Meeting?

After the meeting staff will prepare site-specific submittal requirements and provide them to the applicant either by e-mail or mail, usually within fourteen (14) days of the meeting. These comments will act as a checklist during application intake. If the scope of work changes, or if a permit is not submitted within one (1) year, the County requires a new pre-application meeting.

How do I apply for a Meeting?

- 1) Check with the Whatcom County Planning and Development Services (PDS) office to determine whether or not a pre-application meeting is required for your proposal.
- 2) You may submit your completed **Pre-Application Meeting Request** form and applicable fees to Whatcom County between the hours of 8:30 AM and 4:00 PM on Monday through Friday (except Holidays). Staff will review the form at the counter and, if you provide all the necessary items, will also accept it. We generally hold Pre-Application Meetings on Thursday mornings. We may apply some fees associated with the Pre-Application Meeting to the cost of the actual application if you submit a complete application within one year of the Pre-Application Meeting date.

Pre-Application Intake Checklist

To initiate a pre-application meeting, please provide the following to Planning and Development Services.

- Fees, including any for a *Lot of Record Determination* (see bottom of page)

Required Documents (8 sets)

- Completed *Pre-Application Meeting Request* packet.
- Project Narrative* including intended uses, hours of operation, variances or waivers requested, proposed water supply and sewage disposal method, and if the project is a residential subdivision indicate whether the lot(s) will be eligible for an accessory dwelling unit.
- Site Plan(s)/Map(s)* that reflect the following for all property subject to the proposed development:
- Applicant's name, address, and phone number
 - Preparation date
 - North arrow
 - Common engineering scale (1" = 20" or larger)
 - Affected parcel(s) boundaries with dimensions shown
 - Approximate locations of natural features, including bodies of water, regulated watershed boundaries, natural drainage areas, critical areas, ordinary high water mark (OHWM), base flood elevation, and buffers
 - Locations and widths of any existing and proposed easements and rights-of-way for ingress/egress, drainage, and utilities
 - Locations and widths of any existing and proposed roadways and driveways
 - Locations and square footage of any existing and proposed structures
 - Locations of any existing fire hydrants within, plus 600 feet beyond, the property
 - Locations of any existing and proposed sanitation and potable water facilities
 - For all subdivisions, existing and proposed net and gross lot size(s) to determine minimum lot size and density requirements as required by the Zoning Ordinance
 - Locations of any existing and proposed impervious surfaces per the Preliminary Stormwater Information Section (page 5)
 - Proposed phasing (if applicable)

Optional Documents (8 sets)

- List of additional responsible parties or representatives, including agent, contractor, engineer, design professional, etc.

As Applicable to the Proposed Development

- Critical Areas Report*, including wetland delineation if available, and fees (**3 copies**)
- Agent Authorization Form (**1 copy**)
- On the *Site Plan(s)/Map(s)*, show locations, square footages, heights, and uses of all existing and proposed spaces, floors, and structures. Include decks, retaining walls, and rockeries that are 30" in height or greater (**3 copies**)
- List all proposed occupancy classifications, floor areas, number of stories, building heights, construction type(s) and fire sprinkler/alarm information (**3 copies**)
- Lot of Record* application with deeds (**1 copy**)



Pre-Application Meeting Request

Pre-Application Meeting is for the following development applications:

- | | |
|--|--|
| <input type="checkbox"/> Administrative Approval Permit | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Commercial Building Permit | <input type="checkbox"/> Land Disturbance Permit |
| <input type="checkbox"/> Shoreline Permit (Single Family Residence Exempt) | <input type="checkbox"/> Any Land Subdivision |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Delineation Review |
| <input type="checkbox"/> Other | |

Case # (PDS) _____ Parcel Size _____

Tax Parcel Number(s) _____

Project Address _____

Applicant

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Property Owner

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Agent (if, applicable)

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

NOTE: Pre-application review does not constitute acceptance of an application by the County nor does it vest an application. Future review of your formal application may require changes, alterations, or additional information to clarify the details of your proposal and design.

Proposed Land Disturbance Information:

Any filling, grading, or clearing within 300 feet of critical areas requires review and approval by Whatcom County prior to commencing any project work. Any filling or grading in excess of 50 cubic yards requires a land disturbance permit or development application. Answer all questions completely and as accurately as possible.

Is the project within 300 feet of a critical area? Yes No Unknown

Will the project require clearing of vegetation? Yes No

If yes, how much circle (acre, sq.ft.) _____

Will the project require surface disturbance? Yes No

If yes: How much excavation? (cubic yards (square feet / 27)) _____

How much fill? (cubic yards (square feet / 27)) _____

Will the project require removal or cutting of trees? Yes No

If yes: Acre(s) of cutting/removal _____

Selling Timber? Yes No

Do you have Forest Practice Approval (FPA) Yes No If Yes, FPA# _____

Building Information (if applicable):

<input type="checkbox"/> Residential or Multi-Family	Number of Dwelling Units:
<input type="checkbox"/> Commercial	Square Footage:
<input type="checkbox"/> Other Use Type	Square Footage:
Occupancy Classifications:	
Construction Type:	
Building Height (if new/increased):	
Floor Area Existing:	Floor Area New:
Fire Sprinkler Existing <input type="checkbox"/> Yes <input type="checkbox"/> No	Proposed <input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Alarm Existing <input type="checkbox"/> Yes <input type="checkbox"/> No	Proposed <input type="checkbox"/> Yes <input type="checkbox"/> No

Estimated Preliminary Traffic Information:

Complete all blank spaces in the following table, or, alternatively, submit a separate narrative describing estimated traffic as a result of the proposed development in terms of passenger vehicle and truck trip numbers that also includes estimated hours of operation and expected peak traffic times:

A	B	C	D
Traffic Generation Category	Total Existing	Once the proposed project is complete, the total will be	Net Change (+ or -); Subtract Column B from Column C
Number of Employees			
Number of Customers/Clients per day			
Number of Deliveries (UPS, US mail, parts, services trips, etc.)			
Number of Single Family Residences			
Number of Apartments or Accessory Dwelling Units			

Preliminary Stormwater Information:

Complete all blank spaces in the following table for all property subject to the proposed development:

A		B	C	D
Surface Type		Area, square feet (NOTE: 43,560 square feet = 1 acre)		
		Total Existing	Once the proposed project is complete, the total will be	Net Change (+ or -); Subtract Column B from Column C
Native Vegetation ⁽¹⁾				
Pasture				
Landscaping				
Roofs ⁽²⁾	Conventional			
	Green			
Sidewalks, trails, paths				
Porches, decks				
Roads, driveways, parking lots	Impervious			
	Pervious			
Grand Total		(3)	(3)	(4)
			(3) The two "Grand Total" values above should be the same, unless you are constructing a roof, porch, or deck over an existing hard surface or over native vegetation, pasture, or landscaping.	(4) Unless the "Grand Total" values in Columns B and C are different, the Grand Total value above will be 0.

Table Notes:

- (1) "Native Vegetation" is comprised of plant species, other than noxious weeds, that are indigenous to the coastal region of the Pacific Northwest and that reasonably could have been expected to naturally occur on the site. Examples include trees such as Douglas fir, Western Hemlock, Western Red Cedar, Alder, Big-leaf Maple, and Vine Maple; shrubs such as willow, elderberry, salmonberry, and salal; and herbaceous plants such as sword fern, foam flower, and fireweed. Native vegetation can exist naturally and can also exist as a result of deliberate planting actions.
- (2) New untreated metal roofs qualify as pollution generating impervious surface areas. If that area is equal to or greater than 5,000 square feet, it will require stormwater treatment.

Show and label all the above surface areas on your Site Plan submission, including any existing stormwater management and/or drainage related facilities.

Site Soil Type: _____

Do you have stormwater management and/or drainage facilities as-built drawings for the project site? Yes No.

Does a Master Drainage or Stormwater Management Plan apply to your project site? Yes No Unknown

(Optional) Questions for Staff – attach additional pages if necessary:

NOTE: Fees will be assessed in accordance with the Whatcom County Unified Fee Schedule (UFS) in effect at the time of application submittal. Please contact Planning and Development Services to determine project specific fees. Click [here](#) to see the 2019/2020 UFS.

Per UFS 2843 all permits and applications are subject to a Technology fee. The fee is calculated on the permit/application fees due.

I/we _____ hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge.

Signature of Applicant/Owner

Date



Fee Responsibility

Venue and Jurisdiction: The parties hereto recognize and agree that the venue of any action involving their rights or obligations related to this application shall be in Whatcom County, and the parties' rights and obligations hereunder shall be determined, in accordance with the laws of the State of Washington.

Fee Guaranty: Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment of fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule and that my personal guarantee is part of the consideration for review of the application.

I/we, _____, hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge.

Signature of Applicant

Date

Signature of Owner

Date

I certify that I know or have satisfactory evidence that _____
is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated _____

Notary Signature: _____

Printed Name: _____

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: ____/____/____



Agent Authorization

If you are authorizing an agent to apply for permits on your behalf you must complete this form and have it notarized, which will provide authorization for a designated agent to apply for permits on your behalf.

I/we, _____, the owner(s) of the subject property, understand that by completing this form I hereby authorize _____ to act as my agent. I understand that said agent will be authorized to submit applications on my behalf, and that any fees associated with submitted applications are due to me and not to the said agent. I also understand that once an application has been submitted that all future correspondence will be directed to the agent.

Property Address

Parcel Number

Property Owner Printed Name

Property Owner Printed Name

Property Owner Signature

Property Owner Signature

Date

Date

I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated _____

Notary Signature: _____

Printed Name: _____

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: ____/____/____